



UNITED STATES DISTRICT COURT DISTRICT OF HAWAII

VACANCY ANNOUNCEMENT #06-05

POSITION: COURT REPORTER

LOCATION: United States District Court
300 Ala Moana Blvd.
Honolulu, Hawaii 96850

SALARY RANGE: \$59,038 - \$70,846 (plus 25% COLA) and the maximum allowable rates for transcripts set by the Judicial Conference. Salary commensurate with qualifications and experience. COLA rate is subject to change.

CLOSING DATE: **January 19, 2007 or until filled. Priority consideration based on qualifications given to applications received by January 19, 2007.**

The United States District Court for the District of Hawaii is seeking qualified applicants for the position of Official Court Reporter. Essential duties are to attend and record verbatim by shorthand court sessions or other proceedings specified by statute, rule, or order of court; transcribe promptly and accurately proceedings requested by interested parties or as the court may direct; transcribe or provide an electronic sound recording to the court of all arraignments, pleas, and proceedings in connection with the imposition of sentence in criminal cases; promptly certify and file all original transcripts and shorthand notes with the Clerk of Court, and perform other administrative duties as required. Official Court Reporters are employed by and serve at the pleasure of the Court *en banc*. The court utilizes a "pool" arrangement to support the judges. Official Court Reporters must be able to work well under pressure, produce transcripts within strict time limitations, and work as part of a team of reporters serving the Court. The position may require travel.

MINIMUM QUALIFICATIONS: Four years of prime court reporting experience in the freelance field, court, or a combination thereof, certification as a Registered Professional Reporter (RPR) by test from the National Court Reporters Association (NCRA), or equivalent qualifying examination certificate, and proficiency in computer-aided transcription.

PREFERRED QUALIFICATIONS: Certification by NCRA as a Certified Realtime Reporter (CRR), or equivalent qualifying examination certificate. U.S. District Court reporting experience. Possession of computer-aided transcription software capable of interfacing with CaseView access software utilized by the Court. Ability to report people of varied ethnic backgrounds and limited English-speaking ability.

BENEFITS: Judiciary employees receive benefits similar to those of other federal government employees, including paid vacation, sick leave and federal holidays; coverage under the FERS retirement system; FEHB health insurance and FEGLI life insurance. Supplemental benefit programs include dental and vision insurance, flexible benefit program, commuter/parking benefit program, long term care insurance and long term disability insurance. Under current law, the COLA portion of an employee's salary is not taxed by the federal government, but is taxed by the State of Hawaii.

CONDITIONS OF EMPLOYMENT: Appointment to this position is provisional and contingent upon the results of an FBI fingerprint check. Initial appointments shall be on a probationary basis for one year. All employees of the Judiciary are "at-will" employees in the excepted service. As such, employment may be terminated by either the employer or employee with or without cause. Judiciary employees are required to adhere to a *Code of Conduct* that is available upon request. This position is subject to

mandatory Electronic Fund Transfer of pay. **Relocation expenses will not be reimbursed.**

TO APPLY: Qualified applicants must mail a letter of interest, current resume with three professional references, and a copy of RPR and other certifications to:

U.S. DISTRICT COURT REPORTER VACANCY
HUMAN RESOURCES
300 ALA MOANA BLVD., RM. C-338
HONOLULU, HI 96850

Applications may be accepted via fax or email only if mailing is not feasible by January 19, 2007. However, illegible or incomplete applications may result in loss of consideration for the position.

By fax: (808) 541-1303

By email: hid_hr@hid.uscourts.gov
(PDF format required. Documents which cannot be downloaded by the court cannot be considered.)

Only qualified applicants will be considered for this position and are encouraged to apply as soon as possible. **Only applicants selected for an interview will be contacted and must travel at their own expense.**

The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

An Equal Employment Opportunity Employer